

家长协助志愿课程管理政策

一、目的

为确保课程安全、有序、充满支持性的学习环境，我们邀请学生家长轮流协助由未成年高中志愿者带领的课程。本政策旨在促进合作、责任共担与社区参与。

二、家长轮值制度

- 每节课将安排 **一位家长志愿者** 值班。
- 家长将根据 **轮值表** 依次安排，并提前由协调员通知。
- 若家长临时无法到场，须 **提前至少48小时** 通知协调员或自行安排替代志愿者。

三、家长志愿者职责

当日轮值的家长需：

- **提前10分钟到达**，并在所有学生离开后再离开。
- **协助高中志愿老师** 维持课堂秩序、签到、过渡活动等。
- 负责课堂的 **安全与秩序维护**，必要时协助应急处理。
- 保持 **积极、尊重与支持** 的态度。
- 除非遇到安全或纪律问题，不得擅自接管课程教学。

四、行为规范与界限

- 家长的角色是 **观察与协助者**，而非授课教师。
- 与学生的互动须始终 **合宜、鼓励且正向**。
- 未经许可，不得拍照或录制学生影像。
- 对学生的行为与表现须 **严格保密**，不得对外传播。

五、安全与合规

- 所有家长志愿者在协助前须签署 **《家长协助协议》**。
- 志愿者需遵守机构的 **儿童安全与行为规范**。
- 如发生任何意外或异常情况，应 **立即向课程协调员或现场负责人报告**。

六、感谢与鼓励

我们由衷感谢各位家长的时间与投入。您的参与不仅支持了高中志愿老师的教学，也体现了我们社区互助与关爱的精神。

Parent Support Policy for Volunteer-Led Classes

Purpose

To ensure a safe, organized, and supportive learning environment, parents of participating students are asked to take turns assisting during classes led by underage high school volunteers. This policy encourages collaboration, accountability, and community involvement.

1. Parental Rotation System

- Each class will have one parent volunteer on duty each week.
- Parents will be **scheduled on a rotation basis**, with advance notice provided by the coordinator.
- If a parent cannot attend on their assigned day, they must **arrange a substitute or notify the coordinator at least 48 hours in advance**.

2. Responsibilities of the Parent Volunteer

During their assigned session, the parent volunteer shall:

- Arrive **10 minutes before class** and stay until all students have left.
- **Support the high school teacher** by helping manage attendance, transitions, and student behavior.
- Ensure **safety and order** in the classroom and assist in case of any emergency.
- Maintain **a positive, respectful attitude** toward all students and volunteers.
- Refrain from taking over the lesson unless safety or discipline requires intervention.

3. Boundaries and Conduct

- Parents are observers and helpers, not instructors.
- All communication with students should remain **appropriate, encouraging, and supportive**.
- Parents may not photograph or record students without consent.
- Confidentiality regarding student behavior or performance must be maintained.

4. Safety and Compliance

- All parent volunteers must sign the Parent Support Agreement before assisting.
- Volunteers must follow the organization's **child safety and conduct guidelines**.
- In case of any incident, the parent should **report immediately** to the class coordinator or site supervisor.

5. Appreciation

We deeply value parents' time and care. Your participation not only supports the student volunteer but also strengthens the spirit of community and shared responsibility that defines our program.